

## AAC Transformation Newsletter Writers Guidelines

The Army Transformation Newsletter is a monthly professional development newsletter published by the Acquisition Support Center. The Editorial Office address is the Acquisition Support Center, 9990 Belvoir Road, Building 201, Ft Belvoir, Virginia 22060-5567.

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### **Purpose**

To instruct members of the acquisition, logistics and technology (AL&T) community about relevant Transformation processes, procedures, techniques and management philosophy and to disseminate other information pertinent to the Army AL&T workforce. The Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA (ALT)), Military Deputy (MILDEP) tasked the Acquisition Support Center (ASC) to lead AAC transformation. The MILDEP's guidance and our intent are to transform the AAC in accordance with the Chief of Staff of the Army's guidance, Transformation Road Map. As such, we have embarked upon a profound journey to transform our Corps with fundamental shifts in mindset, organization, culture, and designed to support the Current and Future Force. Our plan provides products and tools to support the intent and vision of the MILDEP and ensures we continue to provide full spectrum support to the Warfighter in a world of uncertainties, challenges, and opportunities.

### **Subject Matter**

Subjects may include, but are not restricted to Army and AAC Transformation issues. Articles will be accepted that are published in other magazines only if the Internet link to the article is submitted.

### **Clearance**

All articles must be cleared by the author's security/OPSEC office and public affairs office prior to submission.

### **Submission Procedures**

Articles must not exceed 250 words. Manuscripts are to be prepared in MS Word and should be approximately 1 double spaced typed page, using a 20-line page, using Times Roman 12 point font. Articles exceeding 250 words will not be accepted. Do not submit articles in a layout format or that contain footnotes, endnotes or acknowledgement list of individuals. No photos or illustrations. Acronyms used in manuscripts and captions must be kept to a minimum and must be defined on first reference. All submissions must include the author's mailing address and office phone number (DSN and commercial).

Article manuscripts may be submitted via e-mail to [gregg.rupkalvis@us.army.mil](mailto:gregg.rupkalvis@us.army.mil) or [michael.r.kaylor@us.army.mil](mailto:michael.r.kaylor@us.army.mil) or [noel.boatswain@us.army.mil](mailto:noel.boatswain@us.army.mil) .

All submissions must include the author's name, title, and date the author wrote the article.

**2008 Submission Dates**

<b>Issue</b>	<b>Author's Deadline</b>
January	14 December 2007
February	15 January
March	15 February
Apr	14 March
May	15 April
Jun	15 May
July	16 June
August	15 July
September	15 August
October	15 September
November	15 October
December	14 November